

**CONSTITUTION of the
SOUTH CAROLINA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

ARTICLE I – NAME: The name of the association shall be:

“SOUTH CAROLINA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS”

ARTICLE II – PURPOSE OF ASSOCIATION; AIMS AND OBJECTIVES:

1. Said Association is organized exclusively for charitable, educational, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
2. The aims and objectives of the Association shall be:
 - (a) To provide a program of education that will improve the abilities of individuals in the field of school business administration, for the benefit of public schools and school systems;
 - (b) To assist schools and school systems to operate more effectively and efficiently by facilitating the exchange of information among school business officials about topics related to school business and administration;
 - (c) To conduct, sponsor, and encourage research concerning school business management, accounting and administration;
 - (d) To publish the results of such research and make them available to the public;
 - (e) To cooperate with other educational organizations and with governmental education agencies at all levels in improving school business management, accounting, and administration; and
 - (f) To engage in any and all lawful activities incidental to the foregoing purposes.

ARTICLE III – MEMBERSHIP: The membership year shall coincide with the Association’s fiscal year. Membership in the Association may be extended to all interested persons who satisfy all requirements of the Constitution and are found acceptable to the membership. All members may attend and participate in all meetings of the Association.

The Association membership shall include the following classifications:

1. Active: Active membership shall consist of persons employed in the administration of public schools or school districts, employees of the South Carolina State Department of Education working in school business services, or in any activity described in Article II of the Constitution. Only active members may vote or hold office.

2. Retiree: Retiree membership shall consist of former active members who are retired from school administration, the State Department of Education School Business Services or a school district and may not be actively employed by a school district or The State Department of Education. A retiree may serve only in an advisory capacity.

3. Associate: Associate membership shall consist of businesses that provide products or services to school districts. Associate members may serve only in an advisory capacity as committee members. Representatives of Associate members are encouraged to become conference exhibitors.

4. Honorary: Honorary membership shall consist of former officials of the Association who are no longer employed in school administration and such other persons as the Association may from time to time elect.

ARTICLE IV – FISCAL YEAR: The fiscal year of the organization shall be from April 1 to March 31, both inclusive.

ARTICLE V – OFFICERS: The officers of the Association shall consist of a President, Vice-President, Secretary, and Treasurer.

ARTICLE VI – EXECUTIVE COMMITTEE: The Executive Committee shall consist of the following members, serving in the following order: President, Vice-President, Treasurer, Secretary, Senior Director, Junior Director and Freshman Director. The immediate past president shall be an officio member of the Executive Committee. Non-voting members shall include Executive Director, Vendor Representative, SASBO Director and Conference Manager/Exhibits Coordinator.

The Executive Committee shall be vested with the power to act in the name of the Association between meetings on all matters pertaining to the welfare of the organization, provided same are not in conflict with the Constitution and By-Laws.

The Executive Committee shall be vested with the power to call special meetings of the Association and to designate the date, time and place of any such meeting together with a reason for calling such special meeting to be fully stated in a notice to be sent to each member.

In case of a vacancy, by death or otherwise, the remaining members of the Committee shall have the power to fill the vacancy.

The voting Executive Committee members shall oversee contractual arrangements for the Executive Director.

ARTICLE VII – MEETINGS: The Association shall hold an annual meeting at such time as may be determined by the Executive Committee.

ARTICLE VIII – QUORUM: At all annual and special meetings of the Association, those active members present shall constitute a quorum for the transaction of business.

ARTICLE IX – CHANGES IN CONSTITUTION AND BY-LAWS: Changes or additions to the Constitution and By-Laws may be proposed at any regular meeting of the Association. Such resolutions should then be referred to the Committee on Constitution and By-Laws and may be proposed at any regular meeting of the Committee on Constitution and By-Laws for recommendation and may be adopted or rejected at its next meeting by the Association.

ARTICLE X – PAPERS, ADDRESS, LECTURES, ETC: No paper, address or lecture shall be read or given before the Association without the approval of the President nor shall any paper, address or lecture be published in the printed proceedings of the Association without the approval of the Executive Committee. The Secretary should be supplied with a copy of each paper, address, or lecture, read or given before the Association.

ARTICLE XI – PROCEEDING: The proceedings of the annual meeting of the Association, in the form of an annual report, may be published under the direction of the Executive Committee. Each member of the Association shall be entitled to a copy of the report, same to be mailed by the Secretary.

The Secretary shall be empowered to sell copies of the annual report at such a price as may be fixed by the Executive Committee. The proceeds from all such sales to go into the treasury of the Association.

ARTICLE XII – DUES: Dues for all members are due at the beginning of each fiscal year and will be payable at the Fall Conference.* The dues for active members, associate

members and retirees shall include SASBO membership dues, be set forth in the annual budget and be approved by the Executive Board.

*Dues will be due at the first conference of the year which is generally the Fall Conference.

ARTICLE XIII – ELECTIONS AND VOTING: The officers and directors are nominated by the Nominating Committee and from the floor (membership at large). Officers and Directors are elected by majority vote at the business meeting of the annual conference. The duly elected Officers and Directors shall enter upon their duties at the start of the next fiscal year. In case of failure to elect any officers at the time fixed, the incumbent of said office shall continue to serve until a successor is elected; and that in the event of a vacancy and no election, the Executive Committee shall have power to fill the vacancy.

ARTICLE XIV – REFUND OF FEES: Conference registration fees will be refunded in full if the Association Treasurer is notified 5 days prior to the conference.

ARTICLE XV – NON PROFIT STATUS: No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Two hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE XVI – DISTRIBUTION OF ASSOCIATION ASSETS: Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XVII – RULES OF ORDER: “Roberts Rules of Order” shall be the parliamentary authority for all matters not specifically covered by the Constitution and By Laws of the Association.

- *Article II amended October 29, 2004.
- *Article III amended March 7, 2008 and March 9, 2010.
- *Article VI amended March 7, 2008 and March 9, 2010.
- *Article VII amended March 7, 2008.
- * Article XII became effective April 1, 1998.
- *Article XII amended March 9, 2010.
- *Article XIV became effective Fall, 1999.
- *Article XIV added October 29, 2004.
- *Article XIV added March 7, 2008.
- *Article XV added October 29, 2004.
- *Article XV changed from XIV March 7, 2008.
- *Article XVI changed from XV March 7, 2008.
- *Article XVII added March 7, 2008.